

APPLICATION TO RENT GILA COUNTY FAIRGROUNDS' FACILITIES

Name of Individual or Organization:		Arizona Board of Regents on behalf	
Address of Individual or Organization:		of The University of Arizona	
Function to be Held:		4-H Activities	
Contact Person for Event:		Lisa Foster	
Telephone No.:		928-701-1955	
Date(s) Requested:		(See Attached)	thru 2015
Time of Event:		List	to
Estimate How Many People Will Attend Event:			
Liquor License No. and Sold by (Name):		Served only?	
Will this event be public or private?		Public	Private
If public, would you like this event listed on the Gila County Fairgrounds webpage?		Yes	No
Information to be posted on webpage:		Is there an entrance fee?	Yes No
Adults: \$	Children: \$	Seniors: \$	

Which facility will be rented? Please check appropriate box, fill in # of days or hours and enter Total Fee(s).

BUILDINGS

☒ **Exhibit Hall:** The building is 60' x 120' (7200 sq ft) including kitchen and restrooms. Capacity is 480 people.

Total Fee:

First Day of Event - \$350.00		\$350.00
Each Additional Day of Event - \$250.00	Days	
(\$50.00 of cleaning deposit is non-refundable) Cleaning Deposit \$150.00		\$150.00
Key Deposit - \$25.00		\$ 25.00

☒ **Commercial Building:** Capacity is 320 people.

First Day of Event - \$200.00
Each additional Day - \$100.00

	Days	

OUTDOOR FACILITIES

E.M.T. required for Go-kart and all High Risk events. Horse Racing Events required to have ambulance and E.M.T.

☐ **ATV Grounds**

\$75.00 per day; \$300.00 per week (5 days)

	Days	

☒ **Rodeo Arena**

First Day of Event - \$1,200.00 + set up charges
\$ 150.00 for each additional day
\$25.00 per hour for lights

	Days	
	Hours	

☐ **Grandstand Area**

First Day of Event - \$500.00
\$150.00 each additional day

	Days	

☒ **Livestock Shed A (60 x 120)**

\$150.00 per day

	Days	

☒ **Livestock Shed B (80 x 120)**

\$150.00 per day

	Days	

☒ **Livestock Shed C (30 x 120)**

\$150.00 per day

	Days	

☐ **Horse Stall(s)**

\$10.00 Each per day

EA	Days	

☐ **Car Track/Motor Cross**

\$150.00 per day

	Days	

☐ **Other Areas at Fairgrounds**

\$150.00 per day

	Days	

TOTAL FEE(S) DUE:

POLICIES/PROCEDURES: Please read carefully.

1. Gila County requires the event sponsor/individual to provide security/traffic control personnel for events where:
 - a. Alcohol/liquor is served or sold;
 - b. Events are offered for public attendance;
 - c. More than 480 persons are expected to attend a private event;
 - d. It is further understood that the number of security/traffic control personnel needed for the event will be determined by Detective Johnny Holmes. **At a minimum no less than two (2) law enforcement officers are required for every 480 persons in attendance. At least one (1) officer must be an Arizona Post Certified Officer and the other may be a Gila County Sheriff Posse Reserve.**
 - e. The event sponsor/individual will be required to sign the Gila County Agreement for Sheriff's Office Employee Services in the event law enforcement officers are required.
2. If alcohol/liquor is sold or served, it is the Gila County Board of Supervisors' policy not to allow alcohol/liquor outside the building. Law Enforcement Officers have been instructed to enforce this policy.
3. All functions are to end by 12 midnight. This includes removing all personal property. Gila County will not be responsible or liable for any personal property left after the function ends.
4. The refundable portion of the cleaning deposit will be forfeit if the building is not cleaned or if there are any damages to the building or related equipment.
5. Prior to picking up the key from the Public Works Facilities Department, all fees must be paid, arrangements for security secured, and certificate of insurance verified. Public Works Facilities Department's hours are 7 a.m. to 4 p.m., phone number 928-402-4368.
6. **Insurance is required for all individual events.** Some County sponsored events or functions may be required to provide additional insurance. A copy of the insurance certificate is required 10 days prior to the date of the event.
7. No tape of any kind, nails, thumb tacks, or pins will be allowed on the walls for decorating.
8. All requests to waive rent fees for the use of the Fairgrounds' facilities must be submitted 30 days in advance in written form and approved by the Gila County Board of Supervisors. The event contact will be notified via phone, cell phone, or e-mail of waiver status.
9. The event contact person should communicate with Kelly Jones (928) 402-4368 at least ten (10) working days before the event to review facility setup.
10. The event application may be downloaded from the internet (www.gilacountyaz.gov) and completed on line, print, and mail original to:

**Kelly Jones, Administrative Clerk Specialist
745 North Rose Mofford Way, Globe, AZ 85501**

11. Events may be scheduled up to two (2) years in advance. The Fairgrounds' Master Calendar is maintained and coordinated by Kelly Jones. Call (928) 402-4368 to request the availability of specific dates and times.
12. Gila County reserves the right to unilaterally cancel a reservation for the Fairgrounds' facility due to unforeseen circumstances, such as damages from natural or man-made causes. A full refund will be issued to the reserving party if another suitable Fairgrounds' facility cannot be substituted.
13. The Facilities Manager will have the right to review simultaneously scheduled events for appropriateness, compatibility and safety. Alternate event dates will be offered to all requesters if criteria cannot be satisfied.
14. Rental rates for Fairgrounds' facilities shall be based on the Fairgrounds' Rate Schedule in effect on the date the approval is given by the Gila County Board of Supervisors.

I have read and understand this application: Arizona Board of Regents on behalf

Applicant Signature:	of The University of Arizona <i>[Signature]</i> (Do not write below this line) <i>[Signature]</i> Contract Associate	Date: 1/8/15
County Review		
Conflict with dates:	NONE	Rental Fees: WAIVER
Security:	N/A	Insurance: AZ STRISK mgmt
Approved:		Disapproved:
Signature: <i>[Signature]</i>		01/21/2015
County Personnel Signature:		Date:
Signature:		Date:
Chairman		Date:
Gila County Board of Supervisors		

NA

APPLICATION FOR SECURITY AT THE GILA COUNTY FAIRGROUNDS FACILITY

Name of Individual or Organization:		
Address of Individual or Organization:		
Function to be Held:		
Contact Person for Event:		
Telephone Number:		()
Date(s) Requested:		
Time of Event:		Start: End:
Estimate How Many People Will Attend Event:		
Will Liquor Be on the Premises:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Where Will Event Be Held:		Exhibit Hall <input type="checkbox"/> Commercial Bldg. <input type="checkbox"/>
		Rodeo Arena <input type="checkbox"/> Grandstands <input type="checkbox"/>
		Other Area: _____
How Many AZ Post Certified Officers Needed:		
How Many Sheriff's Office Reserves Needed:		

I verify that the information I have provided is accurate and complete. I understand that it is my responsibility to notify Kelly Jones (928-402-4368) and Detective Johnny Holmes from the Sheriff's Office (928-812-0828) of any cancellations or changes in this application. I have signed the attached Gila County Agreement for Sheriff's Office Employee Services.

Applicant Signature: _____

Date: ____/____/____

(DO NOT WRITE BELOW THIS LINE)

Security Will Be Provide for the Above Event and Date:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name of Officers Who Will Provide Security:			
Name of Reserves Who Will Provide Security:			

I verify that the above Officers and Reserves have been scheduled to be present as security for the event and event date listed above.

Sheriff's Office Representative

Date

ADDENDUM

The following terms are added to and form a part of the attached Agreement:

1. CONFLICT OF INTEREST

This Agreement is subject to cancellation pursuant to the provisions of Arizona Revised Statute § 38-511 regarding Conflict of Interest.

2. INSPECTION AND AUDIT

Gila County agrees to keep all books, accounts, reports, files and other records relating to this Agreement for five (5) years after completion of the Agreement. In addition, Gila County agrees that such books, accounts, reports, files and other records shall be subject to audit pursuant to A.R.S. § 35-214.

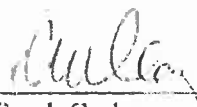
3. INSURANCE

The parties recognize that the Arizona Board of Regents is self-insured by its participation in the Arizona State Risk Management Program.

4. NON-DISCRIMINATION

The parties shall comply with all applicable state and federal statutes and regulations governing Equal Employment Opportunity, Non-Discrimination, and Immigration.


ARIZONA BOARD OF REGENTS ON BEHALF
OF THE UNIVERSITY OF ARIZONA



Sarah Curley
Contracts Associate

Date 1/6/15

GILA COUNTY



Authorized Signature
Printed Name: Steve Stratton
Title: DIRECTOR, PUBLIC WORKS DIV.

Date 01/21/2015

Dates requested:

Wednesday February 11, 2015- Exhibit Hall only 5pm-9pm-Community Club meeting → Feb 24th
Wednesday March 11, 2015 Exhibit Hall only 5pm-9pm-Community Club meeting
Saturday March 14, 2015 Exhibit and Commercial Hall 6pm-7pm- Rabbit Show
Wednesday May 13, 2015 Rodeo arena area only. 5pm-9pm
Wednesday July 8, 2015 Exhibit Hall only 5pm-9pm-Community Club
Saturday August 15, 2015 livestock area and Exhibit Hall 7am-5pm- Judging/Demonstration/Public Speaking

Are any of the following Saturday's available in October 3rd, 10th, or 17th? We are thinking a possible banquet date for one of those if they are available.

Livestock area for practices:

Thursday's starting February 19, 2015 ending Thursday September 17, 2015 5pm-9pm

Friday's starting May 22, 2015 ending Friday September 18, 2015 5pm-9pm

Monday-Wednesday starting May 25, 2015 ending September 16, 2015 5pm-9pm- I know all of those nights will not be used, I just want to make sure they are listed for insurance purposes in the event a club needs to change a night.

Arena

I know the arena will not be used every Friday, but this would be for Horse club practice, starting February 20, 2015 ending Friday September 18, 2015 5pm-9pm

Have people started making RV reservations for the week of the Fair? If so can you send me the map so I can see what is available.

Please let me know if you need any additional information,

Lisa Foster